



Approved For Release 2004/10/28 : CIA-RDP80R01720R000600030038-8

FEDERAL EXECUTIVE INSTITUTE
U.S. CIVIL SERVICE COMMISSION

ROUTE 29 NORTH
CHARLOTTESVILLE, VIRGINIA 22903

Mr. George A. Carver, Jr.
Special Assistant to the Director of
Central Intelligence
Central Intelligence Agency
Washington, D. C. 20505

JUN 5 1969

Dear Mr. Carver:

We are pleased that you were able to accept our invitation to lecture at the Federal Executive Institute on June 12, 1969, from 10:45 a.m. to 12:15 p.m.

The Institute will be pleased to cover your travel expenses. Our accounting number for this purpose is CWF-2493910-FEI. Reimbursement should be sought by your agency on SF 1080 or SF 1081 from the Chief, Fiscal Section, Budget and Finance Division, Bureau of Management Services, U. S. Civil Service Commission, 1900 E Street, N. W., Washington, D. C. 20415.

I will be awaiting your call early next week on your travel plans. If you and Mrs. Carver will be able to come to the Institute on June 11, we will be pleased to reserve a room for you here at no added cost to you. You will receive all meals during your stay with us and the only added expense to you will be the cost of Mrs. Carver's meals.

If you have any questions, please do not hesitate to contact me at Area Code 703, 296-1295 on our FTS line.

Sincerely yours,

Nancy W. Dalton
(MRS.) NANCY W. DALTON
Registrar